

2016 New Employee Orientation Agenda

Time: 8:30 am to 4:00 pm EST (Central office)

Facilitator: State Personnel Department (SPD) – Division of Employee Engagement



Orientation begins promptly at 8:30 a.m. - please sign in upon arrival

<u>TIME</u>	<u>ITEM</u>
8:30 – 8:50	Orientation Overview
8:50 – 9:00	Campus Security
9:00 – 9:20	New Hire Paperwork & the Onboarding Experience
9:20 – 9:40	Our Employee & Workplace Culture
9:40 – 10:10	Benefits Overview
10:10 – 10:20	Break
10:20 – 11:10	Benefits (continuation)
11:10 – 11:35	Wellness Program Overview
11:35 – 12:00	College Choice 529
12:00 – 12:15	Employee ID Badge Appointment
12:00 – 1:00	Lunch
1:00 – 1:45	Preventing Sexual Harassment Training
1:45 – 2:15	State Policy & Performance Management Overview
2:15 – 2:25	Break
2:25 – 2:50	Indiana Public Retirement
2:50 – 3:20	Hoosier Start
3:20 – 3:35	Public Service & Public Records
3:35 – 4:00	Required Online Training Overview & Dismissal

*Content and times are subject to change at the discretion of the Division of Employee Engagement

